

RG 104, 8NS-104-94-077
Box 3

8NS-104-94-077, Miscellaneous
Correspondence & Memos, 1897-1994



OFFICE OF
DIRECTOR OF THE MINT

THE DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

August 3, 1970

RECEIVED

Mrs. Betty Higby
Superintendent
United States Mint
Denver, Colorado 80204

AUG 6 - 1970

OFFICE OF
SUPERINTENDENT
U. S. MINT AT DENVER

Dear Mrs. Higby:

The purpose of this letter is to establish new procedures for the establishment and control of the personnel ceiling for the Bureau of the Mint. Under these procedures each office will be assigned an overall personnel ceiling within which to operate and will be responsible for developing and maintaining staffing plans showing the distribution of the assigned ceiling, within approved financial plans.

Effective immediately the total personnel ceiling for the Denver Mint will be 454 full-time permanent positions. The total full time permanent employment at the end of any month may not exceed that figure.

The following procedure will also become effective immediately:

1. A current staffing plan will be prepared. The staffing plan will show the organizational location, the number of employees by title, series, and grade, and by shift, and the location of vacancies within the established personnel ceiling of 454. (See enclosed sample for format.) The plan must be submitted to this office for approval by August 20, 1970. Each year thereafter this information will be submitted to this office for prior approval before becoming effective.

2. After approval of the staffing plan has been received, vacancies may be filled without prior approval of this office with the following exceptions:

Standard Forms 52 (Request for Personnel Action) must be submitted to this office for prior approval before filling positions in grades GS-12 and above and all WS and WL positions.

(Further delegations on WS and WL positions will be made as soon as Civil Service guidelines are published on supervisory wage grade jobs.)



See copy to: [unclear] [unclear] [unclear]
copy & covering - [unclear] - [unclear]
Keep Freedom in Your Future With U.S. Savings Bonds

These changes in procedure will give you as the head of the field office more responsibility for the control of positions and funds in your institution. Your direct responsibilities under these procedures are:

1. To keep employment totals within the established ceiling and within the approved financial plans, and,
2. To utilize the total authorized work force in the most economical and efficient manner possible.

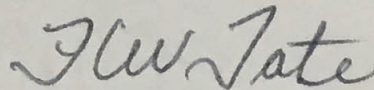
Accomplishments under this delegation of authority will be measured in terms of unit cost of production.

It is important to develop an estimate of the personnel turnover rate at your institution and to plan for recruitment of replacements. Because of security clearance there is always a time lag between the initial authorization and the eventual filling of the position. This is an additional responsibility under this delegation of authority.

A list of current appointments, separations and approved vacancies must still be submitted to this office with the monthly 113A report. (Federal Report of Federal Civilian Employment).

A management directive will be issued as soon as possible to formalize the procedures set forth in this letter, and to relate these procedures to your work program and fund allocations.

Sincerely,



Frederick W. Tate
Acting Director of the Mint

Enclosures

S T A F F I N G C H A R T

<u>Organization Location</u> (Division, Branch & Section)	<u>Number of Employees</u>	<u>Title, Series and Grade</u>	<u>Shifts</u> <u>1st 2nd 3rd</u>	<u>Total</u>	<u>Number of Vacancies</u>
---	--------------------------------	------------------------------------	-------------------------------------	--------------	--------------------------------

August 19, 1970

U. S. MINT, DENVER, COLORADO

S T A F F I N G P L A N

<u>Organizational Location</u>	<u>Required No. of Employees</u>	<u>Title, Series and Grade</u>	<u>S H I F T S</u>			<u>Present Total</u>	<u>No. of Vacancies</u>
			<u>1st</u>	<u>2nd</u>	<u>3rd</u>		
SUPERINTENDENT'S OFFICE	1	Superintendent, GS-301-15	1			1	-
	1	Deputy Superintendent, GS-301-15	1			1	-
	1	Special Mech. Asst., GS-301-13	1			1	-
	1	Secretary (Steno.), GS-318-7	1			1	-
	1	Trans. Spec. (Typing), GS-2101-7	1			1	-
	1	Secretary (Typing), GS-318-4	1			1	-
	1	Industrial Engr.(new job pending)	1			0	1
Occupational Health Branch	1	Occupational Health Nurse, GS-610-9	1			1	-
	<u>8</u>					<u>7</u>	<u>1</u>
PERSONNEL DIVISION	1	Personnel Officer, GS-201-12	1			1	-
	3	Pers. Mgmt. Spec., GS-201-7	3			3	-
	1	Personnel Clerk (Typing), GS-203-4	1			1	-
	<u>1</u>	Clerk-Stenographer, GS-312-3	1			<u>0</u>	<u>1</u>
	6					5	1
CASH & DEPOSITS DIVISION	1	Head, Cash & Deposits Div., GS-301-11	1			1	-
	1	Asst. Head, Cash & Deposits Div., GS-301-9	1			1	-
	1	Accts. Maint. Clerk, GS-520-6	1			1	-
	1	Clerk-Stenographer, GS-312-5	1			1	-
	1	Clerk-Typist, GS-322-4	1			1	-
	1	Weigher, WG-5424-8	1			1	-
	1	Coin Rec. & Ship. LF, WS-6941-7	1			1	-
Coin Rec. & Ship. Branch	1	Coin Rec. & Ship. Asst. LF, WS-6941-5	1			1	-
	<u>6</u>	Machine Operator, WG-3429-7	6			<u>6</u>	<u>-</u>
	14	(6 employees reassigned per our letter of 8-5-70)				14	0

Organizational Location	Required No. of Employees	Title, Series and Grade	S H I F T S			Present Total	No. of Vacancies
			1st	2nd	3rd		
ACCOUNTING DIVISION	1	Budget & Acctg. Off., GS-504-14	1			1	-
	1	Asst. Budget & Acctg. Off., GS-504-13	1			1	-
	1	Opr. Acct. (Gen. Ledger), GS-510-11	1			0	1
	1	Opr. Acct. (Bullion), GS-510-11	1			1	-
	1	Opr. Accountant, GS-510-9	1			1	-
	1	Accts. Maint. Clerk, GS-520-5	1			1	-
Cost Accounting Branch	1	Cost Accountant, GS-510-12	1			1	-
	1	Cost Accountant, GS-510-11	1			1	-
A Branch	1	Supv. EAM Project Planner, GS-362-9	1			1	-
	1	EAM Project Planner, GS-362-7	1			1	-
	1	EAM Operator, GS-359-5	1			1	-
	2	EAM Operator, GS-359-3	2			2	-
Payroll Branch	1	Payroll Supervisor, GS-544-6	1			1	-
	1	Payroll Clk (Typing), GS-544-5	1			1	-
	15					14	1
Purchasing Branch	1	Procurement Officer, GS-1102-9	1			1	-
	1	Procurement Asst (Typing), GS-1102-7	1			1	-
Supply Section	1	Supv. Supply Clerk (Typing), GS-2005-6	1			1	-
	1	Supply Clk (Typing), GS-2005-5	1			1	-
	1	Supply Clk (Typing), GS-2005-4	1			1	-
	5					5	0
ASSAY DIVISION	1	Assayer, GS-1320-13	1			1	-
	1	Asst. Assayer, GS-1311-11	1			1	-
	1	Chemist, GS-1320-11	1			1	-
	6	Chemist, GS-1320-7	6			6	-
	9					9	0

<u>Organizational Location</u>	<u>Required No. of Employees</u>	<u>Title, Series and Grade</u>	<u>S H I F T S</u>			<u>Present Total</u>	<u>No. of Vacancies</u>
			<u>1st</u>	<u>2nd</u>	<u>3rd</u>		
SAFETY & SECURITY DIVISION	1	Safety & Security Officer, GS-018-12	1			1	-
	1	Secretary (Steno), GS-318-5	1			1	-
	1	Capt. of the Guard, GS-085-9	1			1	-
	1	Sr. Lt. of the Guard, GS-085-8	1			1	-
	3	Lt. of the Guard, GS-085-7	1	1	1	3	-
	3	Sgt. of the Guard, GS-085-6	1	1	1	3	-
	27*	Guard, GS-085-5					
	3	Guard, GS-085-4	18	6	6	28	2
		*(Does not include 1 Guard on sick leave pending retirement)				1	-
	40					39	2
COINING DIVISION	1	Supt., Coining Div., GS-1101-14	1			1	-
	1	Asst. Supt., Coining Div., GS-1101-13	1			1	-
	1	Mechanical Engr., GS-830-12	1			1	-
	3	Coin Prod. Supv., GS-1101-9	1	1	1	3	-
	1	Accts. Maint. Clerk, GS-520-6	1			1	-
Rolling & Cutting Branch	1	Rolling & Cutting Foreman, WS-3742-10	1			1	-
	3	Rolling & Cutting LF, WS-3742-7	1	1	1	3	-
	11	Roller, WG-3742-9	4	5	2	11	-
	21	Mach. Opr., R&C, WG-3742-8	9	8	4	21	-
	3	Machine Opr., WG-3429-7	1	1	1	3	-
Process Weigh Branch	1	Process Weigh Foreman, WS-5424-7	1			1	-
	3	Process Weigh LF, WS-5424-5	1	1	1	3	-
	5	Weigher, WG-5424-8	2	2	1	5	-
Counting & Reviewing Branch	1*	Count.& Review. Foreman, WS-5601-9	1			1	-
	3	Count.& Review. LF, WS-5601-7	1	1	1	3	-
	1	Coin Bag Pro.Leader, WL-5613-7	1			1	-
	5	Weigher, WG-5424-8	2	2	1	5	-
	22	Machine Operator, WG-3429-7	9	8	5	22	-
	19	Helper, General, WG-5611-5	7	6	6	14	5
	7	Inspector, WG-5610-1	5	2		7	-
		*(Does not include 1 Count. & Review Foreman on sick leave pending retirement)				1	-

(continued)

<u>Organizational Location</u>	<u>Required No. of Employees</u>	<u>Title, Series and Grade</u>	<u>S H I F T S</u>			<u>Present Total</u>	<u>No. of Vacancies</u>
			<u>1st</u>	<u>2nd</u>	<u>3rd</u>		
COINING DIV. (CONT.)							
Automatic Scales Branch	1	Auto. Scales LF, WS-5604-6	1			1	-
Annealing Branch	1	Annealing Foreman, WS-3712-8	1			1	-
	3	Annealing LF, WS-3712-6	1	1	1	3	-
	9	Annealer, WG-3712-8	3	3	3	9	-
	2	Machine Operator, WG-3429-7	1	1		2	-
Coin Press Branch	1	Coin Press General Foreman, WS-5602-12	1			1	-
	3	Coin Press Foreman, WS-5602-9	1	1	1	2	1
	3	Coin Press LF, WS-5602-7	1	1	1	3	-
	17	Die Setter, WG-3442-9	6	6	5	17	-
	43	Pressman, WG-5602-8	15	15	13	43	-
	5	Machine Operator, WG-3429-7	1		4	5	-
Upsetting Branch	1	Upsetting Equip. LF, WS-5603-5	1			0	1
	1	Upsetting Equip. Leader, WL-5603-7		1		1	-
	11	Machine Operator, WG-3429-7	5	4	2	11	-
	2	Helper, General, WG-5611-5		1	1	2	-
Materials Handling Branch	1	Materials Handling LF, WS-5613-6	1			1	-
	3	Weigher, WG-5424-8	2	1		3	-
	<u>220</u>					<u>214</u>	<u>7</u>
MELTING DIVISION							
	1	Supt., Melting Div., GS-1321-14	1			1	-
	1	Asst. to the Supt., Melting Div., GS-1101-11	1			1	-
	1	Accts. Maint. Clerk (Typing), GS-520-6	1			1	-
	1	Sweeps Segregating Leader, WL-5607-9	1			1	-
	1	Sweeps Segregator, WG-5607-9	1			1	-
Make-Up Branch	1	Make-Up Weigh LF, WS-5424-7	1			1	-
	1	Make-Up Weigh Asst. LF, WS-5424-5	1			1	-
	6	Weigher, WG-5424-8	3	3		6	-

(continued)

<u>Organizational Location</u>	<u>Required No. of Employees</u>	<u>Title, Series and Grade</u>	<u>S H I F T S</u>			<u>Present Total</u>	<u>No. of Vacancies</u>
			<u>1st</u>	<u>2nd</u>	<u>3rd</u>		
MELTING DIVISION (CONT.)							
Special Melting Branch	1	Special Melting LF, WS-3741-7	1			1	-
	1	Melter, WG-3741-9	1			1	-
Ingot Melting Branch	1	Ingot Melting Foreman, WS-3741-9	1			1	-
	2	Ingot Melting LF, WS-3741-7	1	1		2	-
	15	Melter, WG-3741-9	8	7		15	-
	15	Melter, WG-3741-7	8	7		15	-
	9	Helper, General	5	4		0	9
	57					48	9
BUILDING & MECHANICAL DIV.							
	1	Supv. Mechanical Engr. (Supt., Bldg. & Mech. Div.), GS-830-12	1			0	1
	1	Asst. Supt., Bldg. & Mech. Div., GS-1601-11	1			1	-
	1	Clerk-Stenographer, GS-312-5	1			1	-
	1	Scale Mech. Leader, WL-4838-13	1			1	-
	1	Scale Mechanic, WG-4838-13	1			1	-
	1	Scale Bldr. & Adj., WG-4838-11	1			1	-
	1	Scale Mech. Helper, WG-4838-5	1			1	-
	1	Elevator Operator, WG-5438-1	1			1	-
Machine Shop Branch	1	Machining Foreman, WS-3401-13	1			1	-
	3	Machining LF, WS-3401-11	1	1	1	3	-
	7	Tool & Die Maker, WG-3416-13	5	1	1	7	-
	14	Machinist, WG-3414-11	7	5	2	14	-
	3	Machinist, WG-3414-9	3			3	-
Metal Working Branch	1	Metal Working LF, WS-4701-8	1			1	-
	2	General Mechanic, WG-4701-11	1	1		2	-
	2	General Mechanic, WG-4701-9	1	1		2	-
	2	Helper, Trades, WG-4701-5	2			2	-

(continued)

<u>Organizational Location</u>	<u>Required No. of Employees</u>	<u>Title, Series and Grade</u>	<u>S H I F T S</u>			<u>Present Total</u>	<u>No. of Vacancies</u>
			<u>1st</u>	<u>2nd</u>	<u>3rd</u>		
BUILDING & MECH. DIV.(CONT)							
Electrical Shop Branch	1	Electrician Foreman, WS-2801-10	1			1	-
	1	Elect. Asst. Foreman, WS-2801-8	1			1	-
	5	Elec.-Equip. Repairer, WG-2801-11	2	2	1	5	-
	3	Electrician, WG-2805-10	2		1	3	-
	1	Electrician, WG-2805-8	1			1	-
	1	Helper, General, WG-5611-5	1			1	-
Building Maintenance Branch	1	Bldg. Maintenance LF, WS-4752-8	1			1	-
	1	Bldg. Maint. Leader, WL-4752-9	1			1	-
	4	Maintenance Man, WG-4752-10	4			4	-
	1	Maintenance Man, WG-4752-8	1			1	-
Power Plant Branch	1	Opr. Engr., Steam, LF, WS-5402-8	1			1	-
	1	Opr. Engr., Steam, Asst. LF, WS-5402-6	1			1	-
	3	Opr. Engineer, Steam, WG-5402-10	1	1	1	3	-
Custodial Branch	1	Janitor Lead Foreman, WS-3566-1	1			1	-
	1	Janitor Leader, WL-3566-3	1			1	-
	9	Janitor, WG-3566-2	8	1		7	2
	78					75	3

RECAP:

	<u>Present Total</u>	<u>Vacancies</u>	<u>Required Total</u>
Superintendent's Office	7	1	8
Personnel Division	5	1	6
Cash & Deposits Division	14	0	14
Accounting Division	14	1	15
Purchasing & Supply	5	0	5
Assay Division	9	0	9
Safety & Security Division	39	2	40 (+ Guard on sick leave)
Coining Division	214	7	220 (+ Foreman on sick leave)
Melting Division	48	9	57
Building & Mechanical Division	75	3	78
	430	24	452
			2 (Employees on sick leave)
			454 = Personnel Ceiling

August 20, 1970

Mrs. Mary Brooks
Director of the Mint
Washington, D. C. 20220

Dear Mrs. Brooks:

In accordance with your letter of August 3, 1970, we have prepared a staffing plan showing the organizational location, the number of employees by title, series and grade, and by shift, and the location of vacancies within our established personnel ceiling of 454.

We are enclosing a copy of the plan for your approval.

Sincerely,

(Mrs.) Betty Higby
Superintendent

Enclosure

8/21/70

Copies of staffing plan to:

Mrs. Higby

Mr. Lawrence

Mr. Darlington

Mr. Chas. Miller



OFFICE OF
DIRECTOR OF THE MINT

THE DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

ame
JP
wh
200

September 2, 1970

RECEIVED

SEP 8 - 1970

Mrs. Betty Higby
Superintendent
United States Mint
Denver, Colorado 80204

OFFICE OF
SUPERINTENDENT
U. S. MINT AT DENVER

Dear Mrs. Higby:

The staffing plan submitted in response to our letter of August 4, 1970, has been thoroughly reviewed and is approved. This letter is your authorization to implement the procedures for the establishment and control of your assigned personnel ceiling of 454 full-time permanent positions as outlined in our letter.

Please forward a recruiting schedule giving the approximate dates when the positions listed as vacancies on the staffing plan will be filled.

Sincerely,

Mary Brooks
Director of the Mint



Keep Freedom in Your Future With U.S. Savings Bonds

September 11, 1970

Mrs. Mary Brooks
Director of the Mint
Washington, D. C. 20220

Dear Mrs. Brooks:

Reference is made to your letter of September 2, 1970, in which you approved our staffing plan and requested a recruiting schedule showing when the vacancies listed on the staffing plan would be filled.

Vacancies are being filled as follows:

Industrial Engineer: Management has not taken any formal action to fill the vacancy as yet.

Clerk-Stenographer: Position filled by Linda M. Hine, effective 8-30-70.

Operating Accountant
(General Ledger): Position filled by promotion of Glen R. Newman, effective 8-23-70.

Guards (2): One vacancy filled by Gerald J. Robbins, effective 8-30-70; one vacancy to be filled by Alex J. Mares after clearance is received.

Helpers, General -
Coining Div. (5): One vacancy has been posted and should be filled within a month; the four remaining vacancies will be posted 9-14-70 and are expected to be filled in approximately two months.

Upsetting Equip. LF: Being processed through Mint Promotion Plan, to be filled approximately 9-20-70.

Coin Press Foreman: To be filled by the promotion of Lloyce Keck, effective 9-20-70.

Mrs. Mary Brooks
September 11, 1970
Page 2

Helpers, General -
Melting Div. (9):

Five vacancies filled as follows: (1) Jose Martinez, 8-30-70; (2) Phillip T. Herbert, 9-8-70; (3) Jim Chavez, 9-8-70; (4) Charles Ulibarri, 9-8-70 and (5) Richard Tenorio, 9-20-70. The remaining four vacancies should be filled by November 1.

Supervisory Mechanical
Engineer:

Active recruitment is in process, but no selection has yet been made.

Janitors (2):

One vacancy filled by Manual Torrez, 8-20-70; one vacancy to be filled by Ralph Medina, 9-28-70.

Sincerely,

(Mrs.) Betty Higby
Superintendent

WAGE GRADE EMPLOYEES

D-1-WG	Electrician	WG-2805-08
D-2-WG	Electrician	WG-2805-10
D-3-WG	Electrician - Equipment Repairer	WG-2801-11
D-4-WG	Elevator Operator	WG-5438-01
D-5-WG	General Mechanic	WG-4701-09
D-6-WG	General Mechanic	WG-4701-11
D-7-WG	Helper, Trades	WG-4701-05
D-8-WG	Janitor	WG-3566-02
D-9-WG	Machinist	WG-3414-09
D-10-WG	Machinist	WG-3414-11
D-11-WG	Maintenance Man	WG-4752-08
D-12-WG	Maintenance Man	WG-4752-10
D-13-WG	Operating Engineer, Steam	WG-5402-10
D-14-WG	Scale Mechanic Helper	WG-4838-05'
D-15-WG	Scale Builder and Adjuster	WG-4838-08
D-16-WG	Scale Builder and Adjuster	WG-4838-11
D-17-WG	Scale Mechanic	WG-4838-13
D-18-WG	Tool and Die Maker	WG-3416-13
D-19-WG	Annealer	WG-3712-08
D-20-WG	Die Setter	WG-3442-09
D-21-WG	Inspector	WG-5601-01
D-22-WG	Machine Operator, Rolling & Cutting	WG-3742-08
D-23-WG	Pressman	WG-5602-08
D-24-WG	Roller	WG-3742-09
D-25-WG	Melter	WG-3741-07
D-26-WG	Melter	WG-3741-09
D-27-WG	Sweeps Segregator	WG-5607-09

WAGE LEADERS

D-1-WL	Scale Mechanic Leader	WL-4838-13
D-2-WL	Coin Bag Processing Leader	WL-5613-07
D-3-WL	Sweeps Segregating Leader	WL-5607-09
D-4-WL	Building Maintenance Leader	WL-4752-09
D-5-WL	Janitor Leader	WL-3566-02
D-6-WL	Upsetting Equipment Leader	WL-5603-07

WAGE SUPERVISORS

D-1-WS	Building Maintenance Lead Foreman	WS-4752-08
D-2-WS	Electrical Foreman	WS-2801-10
D-3-WS	Janitor, Lead Foreman	WS-3566-01
D-4-WS	Machining Foreman	WS-3401-13
D-5-WS	Metal Working Lead Foreman	WS-4701-08
D-6-WS	Operating Engineer, Steam Lead Foreman	WS-5402-08
D-7-WS	Coin Receiving & Shipping Lead Foreman	WS-6941-07
D-8-WS	Coin Receiving & Shipping Asst. Lead Foreman	WS-6941-05
D-9-WS	Annealing Foreman	WS-3712-08
D-10-WS	Automatic Scales Lead Foreman	WS-5604-06
D-11-WS	Coin Press Foreman	WS-5602-09
D-12-WS	Coin Press General Foreman	WS-5602-12
D-13-WS	Counting & Reviewing Foreman	WS-5601-09
D-14-WS	Materials Handling Lead Foreman	WS-5613-06
D-15-WS	Process Weigh Foreman	WS-5424-07
D-16-WS	Rolling & Cutting Foreman	WS-3742-10
D-17-WS	Upsetting Equipment Lead Foreman	WS-5603-05
D-18-WS	Ingot Melting Foreman	WS-3741-09
D-19-WS	Make-Up Weigh Lead Foreman	WS-5424-07
D-20-WS	Special Melting Lead Foreman	WS-3741-07
D-21-WS	Electrical Assistant Foreman	WS-2801-08
D-22-WS	Machining Lead Foreman	WS-3401-11
D-23-WS	Operating Engineer, Steam, Asst. Lead Foreman	WS-5402-06
D-24-WS	Annealing Lead Foreman	WS-3712-06
D-25-WS	Coin Press Lead Foreman	WS-5602-07

D-26-WS	Counting and Reviewing Lead Foreman	WS-5601-07
D-27-WS	Process Weigh Lead Foreman	WS-5424-05
D-28-WS	Rolling & Cutting Lead Foreman	WS-3742-07
D-29-WS	Ingot Melting Lead Foreman	WS-3741-07
D-30-WS	Make-Up Weigh Asst. Lead Foreman	WS-5424-05

"STAFFING PLAN"

Page 1

ORGANIZATIONAL LOCATION	DPR	REQUIRED		TITLE, SERIES & GRADE	SHIFT \$			PRESENT TOTAL	No. OF VACANCIES
		No. OF EMPLOYEES			1st	2nd	3rd		
Supintendent's Office		1		Superintendent, GS-301-15	1			1	1
		1		Deputy Supt., GS-301-15	1			1	1
		1		Special Mach Asst., GS-301-13	1			1	1
		1		Secretary (Steno.), GS-318-7	1			1	1
		1		Trans. Spec. (Typing), GS-2101-7	1			1	1
		1		Secretary (Typing), GS-318-4	1			1	1
		1		Industrial Engr. (unemployed)	1			0	1
Occupational Health Branch		1		Occupational Health Nurse, GS-610-9	1			1	1
	(7)	8						7	1
Personnel Division		1		Personnel Officer, GS-201-12	1			1	1
		3		Per. Mgmt. Spec., GS-201-7	3			3	1
		1		Personnel Clerk (Typing), GS-203-4	1			1	1
		1		Clerk-Stenographer, GS-312-3	1			0	1
	(5)	6						5	1
Accounting Division		1		Budget & Acctg. Officer, GS-504-14	1			1	1
		1		Asst. Budget & Acctg. Officer, GS-504-13	1			1	1
		1		Chf. Acct. (Gen. Ledger), GS-510-11	1			0	1
		1		Chf. Acct. (Bulfinch), GS-510-11	1			1	1
		1		Asst. Acct., GS-510-9	1			1	1
		1		Accts. Maint. Clerk, GS-520-5	1			1	1
Cost Acctg. Branch		1		Cost Accountant, GS-510-12	1			1	1
		1		Cost Accountant, GS-510-11	1			1	1
ADP Branch		1		Supr. EAM Project Planner, GS-362-9	1			1	1
		1		EAM Project Planner, GS-362-7	1			1	1
		1		EAM Operator, GS-359-5	1			1	1
		2		EAM Operator, GS-359-3	2			2	1
Payroll Branch		1		Payroll Supervisor, GS-544-6	1			1	1
		1		Payroll Clerk (Typing), GS-544-5	1			1	1
	(14)	15						14	1
Cash & Deposits Division		1		Hd., Cash & Deposits Div., GS-301-11	1			1	1
		1		Asst. Hd., Cash & Dep. Div., GS-301-9	1			1	1
		1		Accts. Maintenance Clerk, GS-520-6	1			1	1
		1		Clerk-Stenographer, GS-312-5	1			1	1
		1		Clerk-Typist, GS-312-4	1			1	1
		1		Weigher, WG-5424-8	1			1	1
Coin Rec. & Ship. Br.		1		Coin Rec. & Ship. LF, WS-6941-7	1			1	1
		1		Coin Rec. & Ship. Asst. LF, WS-6941-5	1			1	1
		6		Machine Operator, WG-3429-7	6			6	1
	(20)	14	(6 people reassigned per our letter of 2-5-70)					14	0

ORGANIZATIONAL LOCATION	DPR	REQUIRED NO. OF EMPLOYEES	TITLE, SERIES & GRADE	S H I F T S			PRESENT TOTAL	NO. OF VACANCIES
				1st	2nd	3rd		
⑤ Purchasing Branch		1	Procurement Officer, GS-1102-9	1			1	-
		1	Procurement Asst (Typing), GS-1102-7	1			1	-
Supply Section		1	Supr. Supply Clk (Typing), GS-2005-6	1			1	-
		1	Supply Clerk (Typing), GS-2005-5	1			1	-
		1	Supply Clerk (Typing), GS-2005-4	1			1	-
	(5)	5						
⑦ Assay Division		1	Supr. Chemist (Assayer), GS-1320-13	1			1	-
		1	Supr. Phys. Science Tech. (Asst. Assayer), GS-1321-11	1			1	-
		1	Chemist, GS-1320-11	1			1	-
		6	Chemist, GS-1320-7	6			6	-
	(9)	9						

ORGANIZATIONAL LOCATION	DPR	REQUIRED		TITLE, SERIES & GRADE	S H I F T S					PRESENT TOTAL	No. of VACANCIES
		No. of EMPLOYEES			1st	2nd	3rd				
Safety & Security Division		1		Safety & Security Officer, GS-018-12	1					1	—
		1		Secretary (Stenography), GS-318-5	1					1	—
		1		Gd. Supv. (Capt. of Guard), GS-085-9	1					1	—
		1		Gd. Supv. (Sr. Lt. of Guard), GS-085-8	1					1	—
		3		Gd. Supv. (Lt. of Guard), GS-085-7	1	1		1		3	—
		3		Gd. Supv. (Sgt. of Guard), GS-085-6	1	1		1		3	—
		27*	(Includes Bowman)	Guard, GS-085-5	18	6		6		30	—
		3		Guard, GS-085-4						3	2
		40		41 - Guard on sick leave pending retirement)						1	—
	(39)									39	2
Melting Division		1		Supt. Melting Div., GS-1321-14	1					1	—
		1		Asst. to the Supt. Melting Div., GS-1101-11	1					1	—
		1		Accts. Maint. Clerk (Typing), GS-520-6	1					1	—
		1		Sweeps Segregating Leader, WG-5607-9	1					1	—
		1		Sweeps Segregator, WG-5607-9	1					1	—
Make-Up Branch		1		Make-Up Weigh LF, WS-5424-7	1					1	—
		1		Make-Up Weigh Asst LF, WS-5424-5	1					1	—
	Does not incl. C & D rep.	6		Weigher, WG-5424-8	3	3				6	—
Special Melting Branch	Direct. Duties	1		Special Melting LF, WS-3741-7	1					1	—
		1		Melter, WG-3741-9	1					1	—
Ingot Melting Branch		1		Ingot Melting Foreman, WS-3741-9	1					1	—
		2		Ingot Melting LF, WS-3741-7	1	1				2	—
		15		Melter, WG-3741-9	8	7				15	—
	Does not incl. C & D rep.	15		Melter, WG-3741-7	8	7				15	—
		9		Helper, General, WG-5611-5	5	4				9	9
	(45) Does not incl. C & D rep.	57			34	23				48	9

(cont.)

ORGANIZATIONAL LOCATION	DPR	Required No. of Employees	TITLE, SERIES & GRADE	1st	S	H	1	F	T	S	PRESENT TOTAL	No. of VACANCIES
Coining Division		1	Supt., Coining Div., GS-1101-14	1							1	-
		1	Asst. Supt., Coining Div., GS-1101-13	1							1	-
		1	Mechanical Engineer, GS-830-12	1							1	-
		3	Coin Production Supv., GS-1101-9	1			1				3	-
		1	Accts. Maint. Clerk, GS-500-6	1							1	7
Rolling & Cutting Branch		1	Rolling & Cutting Foreman, WG-3742-11	1							1	-
		3	Rolling & Cutting LF, WG-3742-7	1			1				3	-
		11	Roller, WG-3742-9	4			5			2	11	-
		21	Mach. Opr., R & C, WG-3742-8	9			8			4	21	-
	Incl. 1461 from R & C	3	Machine Operator, WG-3742-7	1			1			1	3	39
Process Weigh Branch		1	Process Weigh Foreman, WG-5424-7	1							1	-
		3	Process Weigh LF, WG-5424-5	1			1			1	3	-
	Incl. 1461 Ex 2	5	Weigher, WG-5424-8	2			2			1	5	9
Counting & Reviewing Branch		1*	Count. & Review. Foreman, WG-5601-9	1							1	-
		3	Count. & Review LF, WG-5601-7	1			1			1	3	-
		1	Coin Bag Process. Leader, WL-5613-7	1							1	-
		5	Weigher, WG-5424-8	2			2			1	5	-
		22	Machine Operator, WG-3742-7	9			8			5	22	-
		19	Helper, General, WG-5611-5	7			6			6	19	5
	Incl. 1461 Ex 2 Downing incl. on Guard Force Incl. 5 vac. & Helper and detail to finalizing to new helper group etc.	7	Inspector, WG-5610-1 (*Does not include 1 Count. & Review. Foreman on sick leave pending retirement)	5			2				7	54
Automatic Scales Branch		1	1	Auto. Scales LF, WG-5604-6	1						1	1
Annealing Branch		1	Annealing Foreman, WG-3712-8	1							1	-
		3	Annealing Lead Foreman, WG-3712-6	1			1			1	3	-
		9	Annealer, WG-3712-8	3			3			3	9	-
	Nicks & Knox added	2	15	Machine Operator, WG-3742-7	1			1			2	15

(cont.)

ORGANIZATIONAL LOCATION	DPR	Required No. of Employees	TITLE, SERIES & GRADE	S 1st	H 1st	I 2nd	F 1st	T 3rd	S 3rd	PRESENT TOTAL	No. OF VACANCIES
<u>Coining Division (cont.)</u>											
<u>Coin Press Branch</u>			Coin Press Gen. Foreman, WS-5602-12	1		1				1	—
		3	Coin Press Foreman, WS-5602-9	1		1				2	1
		3	Coin Press LF, WS-5602-7	1		1		1		3	—
		17	Die Setter, WG-3442-9	6		6		5		17	—
	Supervisor W&M	43	Pressman, WG-5602-8	15		15		13		43	—
		5	Machine Operator, WG-3429-7	1				4		5	71
<u>Upsetting Branch</u>			Upsetting Equip. LF, WS-5602-5	1						0	1
		1	Upsetting Equip. Leader, WL-5603-7			1				1	—
		11	Machine Operator, WG-3429-7	5		4		2		11	—
		2	Helper, General, WG-5611-5			1		1		2	14
<u>Materials Handling Branch</u>			Materials Handling LF, WS-5613-6	1						1	—
		3	Weighter, WG-5424-8	2		1				3	4
	211	219								214	6
<u>(10) Building and Mechanical Div.</u>			Supr. Mech., Engr. (Supt., Bldg. & Mech. Div.), GS-230-12/13	1						0	1
		1	Asst. Supt., B & M Div., GS-1601-11	1						1	—
		1	Clerk-Stenographer, GS-312-5	1						1	—
		1	Scale Mech. Leader, WL-4838-13	1						1	—
		1	Scale Mechanic, WG-4838-13	1						1	—
		1	Scale Bldr. & Adjuster, WG-4838-11	1						1	—
		1	Scale Mechanic Helper, WG-4838-5	1						1	—
		1	Elevator Operator, WG-5438-1	1						1	7
<u>Machine Shop Branch</u>			Machining Foreman, WS-3401-13	1						1	—
		3	Machining Lead Foreman, WS-3401-11	1		1		1		3	—
		7	Tool & Die Maker, WG-3416-13	5		1		1		7	—
		14	Machinist, WG-3414-11	7		5		2		14	—
		3	Machinist, WG-3414-9	3						3	28
<u>Metal Working Branch</u>			Metal Working LF, WS-4701-8	1						1	—
		2	General Mechanic, WG-4701-11	1		1				2	—
		2	General Mechanic, WG-4701-9	1		1				2	—
		2	Helper, Trades, WG-4701-5	2						2	7

(cont.)

ORGANIZATIONAL	LOCATION	DPR	Required No. of Employees	TITLE, SERIES & GRADE	S 1st	14	1 2nd	F 3rd	T S	PRESENT TOTAL	No. OF VACANCIES
<u>Building & Mech. Div. (cont.)</u>											
<u>Electrical Shop Branch</u>											
			1	Electrical Foreman, WS-2801-10	1					1	1
			1	Elect. Asst. Foreman, WS-2801-8	1					1	1
			5	Elec. Equip. Repairer, WG-2801-11	2		2	1		5	1
			3	Electrician, WG-2805-10	2			1		3	1
			1	Electrician, WG-2805-8	1					1	1
			1	Helper, General, WG-5611-5	1					1	12
<u>Building Maintenance Branch</u>											
			1	Bldg. Maintenance LF, WS-4752-8	1					1	1
			1	Bldg. Maint. Leader, WL-4752-9	1					1	1
			4	Maintenance Man, WG-4752-10	4					4	1
			1	Maintenance Man, WG-4752-8	1					1	7
<u>Power Plant Branch</u>											
			1	Oper. Engr., Steam, LF, WS-5402-8	1					1	1
			1	Oper. Engr., Steam, Asst. LF, WS-5402-6	1					1	1
			3	Operating Engr., Steam, WG-5402-10	1		1	1		3	5
<u>Custodial Branch</u>											
			1	Janitor Lead Foreman, WS-3566-1	1					1	1
			1	Janitor Leader, WL-3566-3	1					1	1
			9	Janitor, WG-3566-2	8		1			9	9
		75	78							75	3

<u>RECAP:</u>			
Supts. Office ①	Present Total	Vacancies	Required Total
Personnel ②	7	1	8
Accounting ③	5	1	6
Cash & Deposits ④	14	1	15
Safety & Security ⑤	14	0	14
Melting ⑥	39	2	40 (+ James)
Coining ⑦	48	9	57
Bldg & Mech. ⑧	214	6	219 (+ Kasubke)
Purch. & Supply ⑨	75	3	78
Assay ⑩	5	0	5
	9	0	9
	430	24	452
			2 (James & Kasubke)
			454

Correct:
5x5
Coin Press
Cmt & Recd

38-

1 - Capt -

1 - Sr. Lt.

3 - Lt

3 - Sgt -

30 - Heralds -

~~7 -~~
~~9 -~~ yard
~~10 -~~ Day

6 - Honeyard
6 - Sewing

18 - Day

day shift

1-capt
1-ss Lt.
1 Lt
1 Sgt
18 Guards

Evening

1 Lt
1 Sgt
6 Guards

Gravesyard

1 Lt
1 Sgt
6 Guards

STAFFING CHART

Organization Location (Division, Branch & Section)	Number of Employees	Title, Series and Grade	Shifts			Total	Number of Vacancies
			1st	2nd	3rd		
BUILDING & MECHANICAL DIV.		Supervisory Mechanical Engineer (Supt., Bldg. & Mech. Div.) GS-830-12/13	1			1	1
	1	Asst. Supt., Bldg. & Mech. Div. GS-1601-11	1			1	
	1	Clerk-Stenographer, GS-312-5	1			1	
	1	Scale Mechanic Leader, WL-4838-13	1			1	
	1	Scale Mechanic, WG-4838-13	1			1	
	1	Scale Builder & Adjuster, WG-4838-11	1			1	
	1	Scale Mechanic Helper, WG-4838-5	1			1	
	1	Elevator Operator, WG-5438-11	1			1	
	1	Machining Foreman, WS-3401-13	1			1	
	3	Machining Lead Foreman, WS-3401-11	1	1	1	3	
Machine Shop Branch	7	Tool & Die Maker, WG-3416-13	5	1	1	7	
	14	Machinist, WG-3414-11	7	5	2	14	
	3	Machinist, WG-3414-9	3			3	
Electric Shop Branch	1	Electrical Foreman, WS-2801-10	1			1	
	1	Electrical Asst. Foreman, WS-2801-8	1			1	
	5	Electrician, Equipment Repairer, WG-2801-11	2	2	1	5	
	3	Electrician, WG-2805-10	2			3	
	1	Electrician, WG-2805-8	1			1	
	1	Helper, General, WG-5611-5	1			1	
Power Plant Branch		Operating Engineer, Steam, Lead Foreman, WS-5402-8	1			1	1
	1	Operating Engineer, Steam, Asst. Lead Foreman, WS-5402-6	1			1	
	4	Operating Engineer, Steam, WG-5402-10	1	2	1	4	

STAFFING CHART

<u>Organization Location</u> (Division, Branch & Section)	<u>Number of Employees</u>	<u>Title, Series and Grade</u>	<u>Shifts</u>			<u>Total</u>	<u>Number of Vacancies</u>
			<u>1st</u>	<u>2nd</u>	<u>3rd</u>		
<u>Building Maintenance Branch</u>	1	Building Maintenance Lead Foreman, WS-4752-8	1			1	
	1	Building Maintenance Leader, WL-4752-9	1			1	
	4	Maintenance Man, WG-4752-10	4			4	
	1	Maintenance Man, WG-4752-8	1			1	
<u>Metal Working Branch</u>	1	Metal Working Lead Foreman, WS-4701-8	1			1	
	2	General Mechanic, WG-4701-11	1	1		2	
	2	General Mechanic, WG-4701-9	1	1		2	
	2	Helper, Trades, WG-4701-5	2			2	
<u>Custodial Branch</u>	1	Janitor Lead Foreman, WS-3566-1	1			1	
	1	Janitor Leader, WL-3566-2	1			1	
	7	Janitors, WG-3566-2	6	1		7	

Organization Location (Division, Branch & Section)	REQUIRED Number of Employees	STAFFING CHART Title, Series and Grade	Shifts			PRESENT Total	8/11/70 Number of Vacancies	Crediting Plans
			1	2	3			
Melting Division Office	1	Supt. of Melting Division 2-206 GS-1321-14	1			1	0	
	1	Asst. to Supt. Melting Division 2-209 GS-1101-11	1			1	0	
	1	Accounts Maintenance Clerk (Typing) D-2 GS-520-6	1			1	0	
	1	Sweeps Segregating Leader WG-5607-9	1			1	0	
	1	Sweeps Segregator WG-5607-9	1			1	0	
Melting Division Make-up	1	Make-up Weigh Lead Foreman WS-5424-7	1			1	0	
	1	Make-up Weigh Asst. Lead Foreman WS-5424-5	1			1	0	
	6	Weigher WG-5424-8	3	3		6	0	
Melting Division Special Melting	1	Special Melting Lead Foreman	1			1	0	
	2 1	Melter WG-3741-9	2 1			2 1	2 0	
Melting Division Ingot Melt	1	Ingot Melting Foreman* WS-3741-9	1			1	0	
	2	Ingot Melting Lead Foreman WS-3741-7	1	1		2	0	
	18 15	Melter WG-3741-9	8 7	7 7		15 15*	0	* Includes Savings
	14	Melter WG-3741-7	7	7		14	0	
	10 4	Helper, General WG-5211-5	5 5	5 5		0	10 10	
	55 57		22 34	23		42 47	10	Give copy to WHD

8/11/70

Coining Division	No. of Employees	Title, Series, Grade	Shift			Total	No. of Vacancies
			1	2	3		
Materials Handling Branch	4						
		Materials Handling Lead Foreman	WS-5613-6	1	-	1	
		Weigher	WG-5424-8	2	1	3	
Rolling & Cutting Branch	38						
		Rolling & Cutting Foreman		1	-	1	
		" " Lead Foreman		1	1	3	
		Roller		4	5	11	
		Machine Operator, Rolling & Cutting		9	8	21	
		Machine Operator		1	1	2	
Annealing Branch	13						
		Annealing Foreman		1	-	1	
		Annealing Lead Foreman		1	1	3	
		Annealer		3	3	9	
Process Weigh Branch	9						
		Process Weigh Foreman		1	-	1	
		Process Weigh Lead Foreman		1	1	3	
		Weigher		1	2	4	
		Machine Operator		1	-	1	
Upsetting Branch	14						
		Upsetting Equipment Lead Foreman		-	-	0	1
		Upsetting Equipment Leader		-	1	1	
		Machine Operator		5	4	11	
		Helpers		-	1	2	
Adjusting Branch	1						
		Automatic Scales Lead Foreman		1	-	1	
Coin Press Branch	70						
		Coin Press General Foreman		1	-	1	
		Coin Press Foreman		1	1	2	
		Coin Press Lead Foreman		1	1	3	
		Die Letter		6	6	17	
		Pressman		15	15	42	
		Machine Operator		1	-	5	

8/11/70

Coining Division

Counting & Reviewing Branch

No. of
Employees
54

Title, Series, Grade

Shift
1 2 3

Total

No. of
Vacancies

Counting & Reviewing Foreman

1 - - 1

Counting & Reviewing Lead Foreman

1 1 1 3

Coin. Bag Processing Leader

1 - - 1

Weigher

1 2 1 4

Machine Operator

9 8 5 22

Helper, General

7 5 4 16

Inspector

5 2 - 7

203

Retired (Kasulke)

1

Loaned (Summer aid.) to Ellet Shop

Office

7

2 12

Summer aid (office)

1

2 13

STAFFING PLAN

August 1970

